UNITED
NATIONS

ST

Secretariat

ST/IC/1994/17
25 April 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: REVISED FORMAT OF SALARY SCALES OF LOCALLY RECRUITED STAFF*

1. The purpose of the present circular is to advise staff members of the new format of salary scales applicable to locally recruited staff, effective 1 April 1994.

2. The decision to revise the format of salary scales derives from the approval by the General Assembly, in section I, paragraph 1, of its resolution 48/225 of 23 December 1993, whereby the pensionable remuneration of staff in the General Service and related categories is to be determined by application of the income replacement approach. This revised methodology is described in detail in information circular ST/IC/1994/15 and in the letter dated January 1994 from the Secretary of the United Nations Joint Staff Pension Fund (UNJSPF). It was also decided that non-pensionable elements, if any, should be reflected as a separate amount in the scale. Consequential to the revised methodology, a new format of salary scales applicable to staff in the General Service and related categories has been developed. Sample scales are contained in the annexes to the present circular.

3. The new salary scale format will contain five lines for each grade level and step with each line described below:

(a) Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis on which salary is reported for staff members whose United Nations emoluments are subject to income taxation by certain Member States;

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* Personnel Manual index No. 3126.

(b) Gross pensionable salary has been derived through application of staff assessment to net pensionable salaries in accordance with the methodology contained in article 54 of the Pension Fund Regulations. Gross pensionable salary is the basis for Pension Fund contributions under article 25 of the UNJSPF Regulations and for determining Pension Fund benefits;

(c) Total net remuneration is the sum of the non-pensionable component and the net pensionable salary;

(d) Net pensionable salary is that part of net salary to which staff assessment has been applied for determination of the gross pensionable salary. The net pensionable salary is based upon the net salary less the non-pensionable component;

(e) The non-pensionable component is a part of net salary that is excluded from the determination of gross pensionable salary.

4. The new format of salary scales is being introduced with revisions to salary scales effective on or after 1 April 1994. With regard to those duty stations where no revisions in local salary scales take place after 1 April 1994, salary scales in the revised format will be issued as from 1 July 1995.

Annex I

SAMPLE SALARY SCALE
[Duty station, country]

General Service category: annual salaries and allowances

(In [name of currency]) a/

Effective 1 April 1994

Level		I	II	III	IV	S V	T VI	E VII	P VIII	S IX	X	XI	XII	XIII	XIV b/
1	(Gross)	48020	49925	51829	53734	55639	57544	59448	61353	63258	65162	67067	68972	70876	72781
	(Gross pens.)	36015	37444	38872	40301	41729	43158	44586	46015	47443	48872	50300	51729	53157	54586
	(Total net)	40817	42436	44055	45674	47293	48912	50531	52150	53769	55388	57007	58626	60245	61864
	(Net pens.)	*30613*	*31827*	*33041*	*34256*	*35470*	*36684*	*37898*	*39113*	*40327*	*41541*	*42755*	*43970*	*45184*	*46398*
	(NPC)	*10204*	*10609*	*11014*	*11419*	*11823*	*12228*	*12633*	*13038*	*13442*	*13847*	*14252*	*14657*	*15061*	*15466*
2		60008	62391	64773	67155	69538	71920	74302	76685	79067	81449	83832	86214	88596	90979
		45006	46793	48580	50366	52153	53940	55727	57514	59300	61087	62874	64661	66447	68234
		51007	53032	55057	57082	59107	61132	63157	65182	67207	69232	71257	73282	75307	77332
		38255	*39774*	*41293*	*42812*	*44330*	*45849*	*47368*	*48887*	*50405*	*51924*	*53443*	*54962*	*56480*	*57999*
		12752	*13258*	*13764*	*14271*	*14777*	*15283*	*15789*	*16296*	*16802*	*17308*	*17814*	*18321*	*18827*	*19333*
3		75031	78009	80988	83967	86946	89925	92970	96057	99145	102233	105321	108409	111496	114584
		56273	58507	60741	62975	65209	67444	69678	71912	74146	76380	78614	80848	83082	85316
		63776	66308	68840	71372	73904	76436	78968	81500	84032	86564	89096	91628	94160	96692
		47832	*49731*	*51630*	*53529*	*55428*	*57327*	*59226*	*61125*	*63024*	*64923*	*66822*	*68721*	*70620*	*72519*
		15944	*16577*	*17210*	*17843*	*18476*	*19109*	*19742*	*20375*	*21008*	*21641*	*22274*	*22907*	*23540*	*24173*
4		94689	98579	102470	106360	110250	114140	118030	121921	125811	129701	133591	137482	141372	145262
		70922	73736	76551	79366	82181	84995	87810	90625	93439	96254	99069	101884	104698	107513
		80378	83568	86758	89948	93138	96328	99518	102708	105898	109088	112278	115468	118658	121848
		60284	*62676*	*65069*	*67461*	*69854*	*72246*	*74639*	*77031*	*79424*	*81816*	*84209*	*86601*	*88994*	*91386*
		20095	*20892*	*21690*	*22487*	*23285*	*24082*	*24880*	*25677*	*26475*	*27272*	*28070*	*28867*	*29665*	*30462*
5		120185	125095	130005	134915	139824	144734	149644	154554	159463	164373	169283	174193	179102	184058
		89369	92921	96474	100026	103579	107131	110683	114236	117788	121340	124893	128445	131997	135550
		101285	105311	109337	113363	117389	121415	125441	129467	133493	137519	141545	145571	149597	153623
		75964	*78983*	*82003*	*85022*	*88042*	*91061*	*94081*	*97100*	*100120*	*103139*	*106159*	*109178*	*112198*	*115217*
		25321	*26328*	*27334*	*28341*	*29347*	*30354*	*31360*	*32367*	*33373*	*34380*	*35386*	*36393*	*37399*	*38406*
6		153570	159793	166016	172239	178462	184748	191126	197505	203884	210263	216641	223020	229399	235778
		113524	118026	122529	127031	131534	136037	140650	145318	149985	154652	159320	163987	168655	173322
		128660	133763	138866	143969	149072	154175	159278	164381	169484	174587	179690	184793	189896	194999
		96495	*100322*	*104150*	*107977*	*111804*	*115631*	*119459*	*123286*	*127113*	*130940*	*134768*	*138595*	*142422*	*146249*
		32165	*33441*	*34717*	*35992*	*37268*	*38544*	*39820*	*41095*	*42371*	*43647*	*44923*	*46198*	*47474*	*48750*
7		196223	204336	212450	220564	228677	236791	244905	253019	261133	269246	277411	285628	293844	302061
		144379	150316	156253	162190	168127	174064	180001	185937	191874	197811	203748	209685	215622	221559
		163355	169646	176337	182826	189319	195810	202301	208792	215283	221774	228265	234756	241247	247738
		122516	*127385*	*132253*	*137121*	*141989*	*146858*	*151726*	*156594*	*161462*	*166331*	*171199*	*176067*	*180935*	*185804*
		40839	*42462*	*44084*	*45707*	*47330*	*48953*	*50575*	*52198*	*53821*	*55444*	*57066*	*58689*	*60312*	*61935*

Annex I (Contd.)

Extended General Service

		S I	S II	S III	S IV	S V	T VI	E VII	P VIII	S IX	S X	S XI	S XII	S XIII	S XIV b/
8	(Gross)	235274	244910	254546	264183	273825	283584	293342	303100	312858	322616	332375	342133	351891	361649
	(Gross pens.)	172953	180004	187055	194106	201157	206208	215259	222310	229361	236412	243462	250513	257564	264615
	(Total net)	194596	202305	210014	217723	225432	233141	240850	248559	256268	263977	271686	279395	287104	294813
	(Net pens.)	*145947*	*151729*	*157511*	*163292*	*169074*	*174856*	*180638*	*186419*	*192201*	*197983*	*203765*	*209546*	*215328*	*221110*
	(NPC)	*48649*	*50576*	*52504*	*54431*	*56358*	*58285*	*60213*	*62140*	*64067*	*65994*	*67922*	*69849*	*71776*	*73703*
9		271689	282689	294109	305329	316549	327770	338990	350210	361430	372756	384121	395485	406849	418213
		199598	207706	215813	223920	232028	240135	248242	256350	264457	272564	280613	289123	297433	305743
		223728	232592	241456	250320	259184	268048	276912	285776	294640	303504	312368	321232	330096	338960
		167796	*174444*	*181092*	*187740*	*194388*	*201036*	*207684*	*214332*	*220980*	*227628*	*234276*	*240924*	*247572*	*254220*
		55932	*58148*	*60364*	*62580*	*64796*	*67012*	*69228*	*71444*	*73660*	*75876*	*78092*	*80308*	*82524*	*84740*

ALLOWANCES:

Child allowance	**4332**	**per annum**	**First language allowance**	**5064**	**per annum**
Spouse allowance		**per annum**	**Second language allowance**	**2532**	**per annum**
Secondary Dependant's allowance		**per annum**			

Note: The scale is based on a common work week of 37.5 hours.

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of 45.55 [unit of currency] to US$ 1.00.
The official United Nations exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

b/ Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries.
Gross pensionable is the basis for determining Pension Fund contributions under article 25 of UNJSPF Regulations and for determining Pension benefits.

Net pens.: Net pensionable is that part of net salary which is used to derive to the gross pensionable salary.
Net pensionable salary is the total net salary less the non-pensionable component, i.e. 75 per cent of total net for GS 1 - 7 and 75 per cent of total net for EGS 8 and 9.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in the determination of the gross pensionable salary.
The non-pensionable component has been established at 25 per cent for GS 1 - 7 and 25 per cent for EGS 8 and 9 of net salary.

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For further information please refer to circular ST/IC/1994/15.

Representative posts in the General Service category

The posts listed below are considered representative of the jobs at each grade level. The list includes jobs used for comparison purposes during the local salary survey. They are based on the job classification standards approved by the International Civil Service Commission for use by the organizations of the United Nations common system. This list does not necessarily include all jobs at the duty station.

Level	Type of post
1	Messenger
2	Driver
3	Senior Driver Clerk Typist
4	Secretary Administrative Clerk Finance Clerk
5	Senior Secretary Senior Administrative Clerk Senior Finance Clerk
6	Secretary to Head of Office Administrative Assistant Finance Assistant
7	Senior Administrative Assistant Senior Finance Assistant

Annex II

SAMPLE SALARY SCALE
[Duty station, country]

National Officer category: annual salaries and allowances
(In [name of currency]) a/
Effective 1 April 1994

						S	T	E	P	S					
Level		**I**	**II**	**III**	**IV**	**V**	**VI**	**VII**	**VIII**	**IX**	**X**	**XI**	**XII**	**XIII**	**XIV b/**
NO-A	(Gross)	235274	244910	254546	264183	273825	283584	293342	303100	312858	322616	332375	342133	351891	361649
	(Gross pens.)	**172953**	**180004**	**187055**	**194106**	**201157**	**208208**	**215259**	**222310**	**229361**	**236412**	**243462**	**250513**	**257564**	**264615**
	(Total net)	**194596**	**202305**	**210014**	**217723**	**225432**	**233141**	**240850**	**248559**	**256268**	**263977**	**271686**	**279395**	**287104**	**294813**
	(Net pens.)	*145947*	*151729*	*157511*	*163292*	*169074*	*174856*	*180638*	*186419*	*192201*	*197983*	*203765*	*209546*	*215328*	*221110*
	(NPC)	*48649*	*50576*	*52504*	*54431*	*56358*	*58285*	*60213*	*62140*	*64067*	*65994*	*67922*	*69849*	*71776*	*73703*
NO-B		271689	282889	294109	305329	316549	327770	338990	350210	361430	372756	384121	395485	406849	418213
		199598	**207706**	**215813**	**223920**	**232028**	**240135**	**248242**	**256350**	**264457**	**272564**	**280813**	**289123**	**297433**	**305743**
		223728	**232592**	**241456**	**250320**	**259184**	**268048**	**276912**	**285776**	**294640**	**303504**	**312368**	**321232**	**330096**	**338960**
		167796	*174444*	*181092*	*187740*	*194388*	*201036*	*207684*	*214332*	*220980*	*227628*	*234276*	*240924*	*247572*	*254220*
		55932	*58148*	*60364*	*62580*	*64796*	*67012*	*69228*	*71444*	*73660*	*75876*	*78092*	*80308*	*82524*	*84740*
NO-C		314123	327028	339933	352838	365760	378831	391901	404972	418042	431113	444183	457254	470324	483395
		230274	**239599**	**248924**	**258248**	**267573**	**276945**	**286503**	**296060**	**305618**	**315176**	**324734**	**334292**	**343849**	**353407**
		257267	**267462**	**277657**	**287852**	**298047**	**308242**	**318437**	**328632**	**338827**	**349022**	**359217**	**369412**	**379607**	**389802**
		192950	*200597*	*208243*	*215889*	*223535*	*231182*	*238828*	*246474*	*254120*	*261767*	*269413*	*277059*	*284705*	*292352*
		64317	*66866*	*69414*	*71963*	*74512*	*77061*	*79609*	*82158*	*84707*	*87256*	*89804*	*92353*	*94902*	*97451*
NO-D		362929	377955	393000	408045	423090	438135	453179	468224	483269	498314	513359	528404	543449	558648
		265540	**276304**	**287306**	**298308**	**309309**	**320311**	**331312**	**342314**	**353315**	**364317**	**375319**	**386320**	**397322**	**408323**
		295824	**307559**	**319294**	**331029**	**342764**	**354499**	**366234**	**377969**	**389704**	**401439**	**413174**	**424909**	**436644**	**448379**
		221868	*230669*	*239471*	*248272*	*257073*	*265874*	*274676*	*283477*	*292278*	*301079*	*309881*	*318682*	*327483*	*336284*
		73956	*76890*	*79824*	*82757*	*85691*	*88625*	*91559*	*94492*	*97426*	*100360*	*103294*	*106227*	*109161*	*112095*
NO-E		380328	396056	411785	427513	443241	458969	474697	490426	506154	521882	537610	553426	569358	585291
		278040	**289541**	**301042**	**312544**	**324045**	**335546**	**347047**	**358549**	**370050**	**381551**	**393052**	**404554**	**416099**	**427746**
		309410	**321678**	**333946**	**346214**	**358482**	**370750**	**383018**	**395286**	**407554**	**419822**	**432090**	**444358**	**456626**	**468894**
		232058	*241259*	*250460*	*259661*	*268862*	*278063*	*287264*	*296465*	*305666*	*314867*	*324068*	*333269*	*342470*	*351671*
		77353	*80420*	*83487*	*86554*	*89621*	*92688*	*95755*	*98822*	*101889*	*104956*	*108023*	*111090*	*114157*	*117224*

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of 45.55 [unit of currency] to US$ 1.00.
The official United Nations exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

b/ Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Annex II (Contd.)

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of UNJSPF Regulations and for determining Pension benefits.

Net pens.: Net pensionable is that part of net salary which is used to derive to the gross pensionable salary. Net pensionable salary is total net salary less the non-pensionable component, i.e. 75 per cent.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in the determination of the gross pensionable salary. The non-pensionable component has been established at 25 per cent of net salary.

For further information please refer to circular ST/IC/1994/15.

Representative posts in the National Officer category

The posts listed below are considered representative of the jobs at each grade level. This list does not necessarily include all jobs at the duty station.

Level	Type of post
A	Assistant Administrative Officer Assistant Programme Officer
B	Associate Administrative Officer Associate Programme Officer
C	Administrative Officer Programme Officer
D	Senior Administrative Officer Senior Programme Officer
E	Project Officer